

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 04-06 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 4 August 2004

LAST DATE FOR FILING APPLICATION IS: 25 August 2004 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

()	Architect	(X)	Engineer
()	Architect/Engineer (A/E)	(X)	Other: Commissioning Agents, Energy Consultants

PROJECT NUMBER: **DCP0416 HD1**

PROJECT TITLE: **Commissioning Services for Performance Contracting Projects – Various**

PROJECT LOCATION: **Statewide**

APPROPRIATION SOURCE: **To be determined by projects**

AVAILABLE AMOUNT: **\$250,000**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, Excluding Reimbursables or any Authorized Per Diem Payments, Based on Scope of Work and Services Authorized if Project is Completed.

(**X**) Lump sum established set fee per C.7, §38G(a) 250,000 dollars

IMMEDIATE SERVICES AUTHORIZED:

() CERTIFIABLE BUILDING STUDY
() SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
() DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
() CONSTRUCTION PLANS AND SPECIFICATIONS
() ADMINISTRATION OF CONSTRUCTION CONTRACT
(**X**) OTHER: ENERGY AUDIT EVALUATION AND COMMISSIONING FOR ENERGY SAVINGS PERFORMANCE CONTRACTING PROJECTS

MBE/WBE PARTICIPATION REQUIREMENTS ARE WAIVED. APPLICATIONS FROM MBE AND WBE FIRMS ARE ENCOURAGED.

N.B.1: DCAM may award up to three contracts to qualified designers under this contract.

N.B.2: This contract will be a “house doctor” contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the advertised lump sum fee.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

This advertisement is for a single firm which is expected to provide all the requested specialities listed below and perform the work "in-house." Sub-contracting is not acceptable.

Provide commissioning services for energy saving performance contracting (ESPC) projects as DCAM's agent. (ESPCs are executed by DCAM for user agencies under provisions of MGL Ch. 25A.)

During technical audit phase, provide technical assistance and peer review of project plans, review of design specifications, construction observation, and acceptance testing and trending. Develop detailed questions including consideration of the means and methods regarding the technical audit draft and submit comments, on DCAM's behalf, to the energy performance contracting firm performing the ESPC in order to seek clarification and/or correction of project plans going forward. During the design phase, provide review of the design specifications of proposed energy savings equipment and measures to ensure optimal performance and consistency with the Energy Services Agreement.

During the construction phase, provide necessary construction oversight to confirm energy savings equipment is properly installed and operational as specified in the Energy Services Agreement and design specifications.

During equipment startup and operation, ensure that the operating parameters for the new equipment are in accordance with the Energy Services Agreement. Document substantial confirmation that energy savings will be attained by the energy performance contractor as stated in the Energy Services Agreement. Acquire the necessary equipment efficiency testing and trending data from the energy management system and other data, as necessary, to confirm system performance. Ensure that facility staff have received proper operation and maintenance training prior to project final acceptance. Develop and submit a report documenting the activities undertaken on the specific project and report on any deficiencies.

During post-construction phase, perform bill analysis and savings verification for the first energy savings period as submitted by the energy performance contracting firm.

APPLICANTS ARE URGED TO REVIEW AND BECOME FAMILIAR WITH THE FOLLOWING SUPPLEMENTAL MATERIAL, WHICH IS AVAILABLE ON THE WEB AT:

1. "Guidelines for the Preparation of Studies for Building Projects," Office of Programming, Division of Capital Asset Management, October 2000 www.mass.gov/cam
2. "Instructions for Designers," Form 9, Division of Capital Asset Management, 6 June 2003 www.mass.gov/cam
3. International Program for Monitoring and Verification Protocol (IPMVP) Guidelines for Energy Savings Monitoring and Verification www.ipmvp.org
4. U.S. Department of Energy Federal Energy Management Program guidelines for Incorporating Commissioning into Energy Savings Performance Contracts. (prepared by PECEI, dated October 2000) <http://www.peci.org/cx/guidelinev5.pdf>

APPLICANTS ARE URGED TO REVIEW THE FOLLOWING DOCUMENT WHICH IS AVAILABLE FOR INSPECTION AT THE DESIGNER SELECTION BOARD, ROOM 1609, McCORMACK STATE OFFICE BUILDING, ONE ASHBURTON PLACE, BOSTON, MASS. 02108.

1. **DCAM Model Energy Services Agreement**

CONDITIONS OF THE DSB FOR THIS PROJECT:

Current or updated Master File Brochures must be on file with the Board. Applicants agree to execute the standard contract for Designer's Services (Study) DCAM Form C-3.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME CONSULTANT PERSONNEL.

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|---|-----------------------------------|
| 1. Commissioning Agent | 4. Mechanical Engineer |
| 2. Energy Management Systems/Facility Management Systems Specialist | 5. Electrical Engineer |
| 3. Energy auditor/Evaluator | 6. Energy Conservation Specialist |

APPLICATIONS WILL BE EVALUATED BASED UPON WORK LISTED ON DSB 2000 APPLICATION REV 2/04 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

- | | |
|---|---|
| 1. Commissioning | 4. Experience in energy management systems trending software and analysis |
| 2. Experience in preparation, or analysis of energy savings monitoring and verification reports | 5. Expertise in energy conservation equipment (mechanical/electrical systems) |
| 3. Energy audit development or analysis | 6. Energy modeling |